

<p>York/Adams Drug &amp; Alcohol Commission Policy &amp; Procedure Manual</p>	<p>Number: T-11</p> <p>Policy: Funding Authorization for Detox, Rehab and Halfway – House Levels of Care &amp; Continued Stay Funding</p>
<p>Most Current Revision: 7/1/13</p>	<p>Page: 1 of 5</p>

*I. Purpose:*

To establish policy, procedure, and instruction for Initial Funding Authorization for detox, rehab, and/or half-way house level of care treatment AND/OR Continued Stay Funding Authorization.

*II. Policy:*

**REMEMBER:** YADAC's funding is to be utilized as the funding of last resort. Therefore, it is inferred that you are reading these instructions as all other substance use disorder funding options for the client have been exhausted.

**A. General Instructions to Activate Initial Funding**

- YADAC contracted providers that have completed a client's level of care assessment for detox and/or rehab and/or half-way house treatment services are also responsible for submitting the required YADAC request-for-funding (RFA) paperwork to YADAC for said level of care placement.
- It is, therefore, the contracted provider's responsibility to submit ALL of the required YADAC request-for-funding-paperwork documents AND to ensure that the documents are completed in their entirety & correctly. **FAILURE TO SUBMIT THE APPROPRIATE & MOST CURRENT DOCUMENTS and/or FAILURE TO SUBMIT COMPLETE & CORRECT DOCUMENTS WILL DELAY FUNDING APPROVAL.**
- The contracted provider may fax or email the completed request-for-funding-paperwork. Upon receipt of said paperwork, YADAC will respond within two (2) business days to the request.
- While YADAC may be in verbal contact with the contracted providers requesting funding prior to determining authorization, **final determination of a funding request will always be indicated in writing.** The written notification will serve as verification and will be indicated on the first page of the Request for Authorization Form in the designated box. Said written verification will be FAXED OR EMAILED to the contracted provider requesting said services.
- PLEASE BE ADVISED that it is the above verification from YADAC that safeguards that funding has been appropriated through YADAC. **Verbal authorization WITHOUT written authorization may result in a delay of funding or denial of funding payment.**
- YADAC requires that a PA Department of Public Welfare application along with all applicable application forms, be fully and properly completed & submitted by and/or for the identified client BEFORE and/or during the DETOX; REHAB; and/or HALFWAY HOUSE treatment episode. **REMEMBER: TREATMENT PLACEMENT is NOT contingent on the completion of the MA application (with the exception when/if YADAC identifies such situations). HOWEVER, when a client meets MA eligibility or may meet MA eligibility, an MA application MUST be submitted once the client is admitted.**

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- YADAC will ALWAYS provide funding for PREGNANT women with a substance use disorder, as they are considered a priority population.

**B. Required Forms For Initial Funding Consideration and/or Activation**

**REMEMBER:** YADAC HAS TWO (2) FULL BUSINESS DAYS TO RESPOND TO A FUNDING REQUEST. Incomplete and/or incorrect forms may delay placement and/or funding and/or result in a denial for funding payment:

1. The following YADAC forms/documents must be reviewed with the client; signed/dated by the client as indicated; AND faxed/mailed to the YADAC office for review:
  - Request for Authorization
  - YADAC General Consent to Release information to:
    - \*The contracted provider submitting the request for funding paperwork;
    - \* Prospective treatment facility placement option(s);
  - Consent for Re-Disclosure (as required) to:
    - \*Department of Public Welfare;
    - \*Probation (as applicable);
    - \*Other appropriate entities (as applicable);
  - PCPC Summary Sheet/APSS (Adult / Adolescent as appropriate) – to be entered into STAR
2. The following YADAC forms/documents must be reviewed with the client; signed/dated by the client AND retained in the client chart for review at the Quality Assurance site visits and/or at the Monitoring Site Visits:
  - Provider consent to release information to YADAC
  - Consent for Re-Disclosure (as required)
  - Maximum Client Benefits Sheet
  - Client Rights
  - Grievance and Appeal
  - PCPC Summary Sheets (Admission/Continued Stay/Discharge/Referral)
  - TB Questionnaire
  - Charitable Choice Disclosure (as applicable)
  - Client Liability (as applicable)
  - Non-Treatment Needs Case Coordination Report
  - Treatment Court Update Reports (as applicable)
  - LOC Assessment
  - Other forms/documents (as applicable)
3. Description of the afore listed required YADAC forms/documents
  - Request for Authorization: This form is used to request funding for treatment indicated on the PCPC, as well as to request continuing treatment service funding. Needed demographic and funding information about the client is also gathered on this form. Do not write in box(es) marked “YADAC USE ONLY.” Accurate and complete information is vital. If

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- you are not sure what is the appropriate response is for any section or query, do NOT guess. Call YADAC for direction.
- General Consent to Release Information: Please be aware that ALL applicable releases are to be reviewed & completed WITH the client. Releases are to be filled out for York/Adams Drug & Alcohol Commission (YADAC) to release the client information to the provider requesting funding, as well as to the provider where the service will be provided. The information to be released and reason for disclosure must be indicated.
  - Consent for Re-Disclosure (as required): Please be aware that ALL applicable releases are to be reviewed & completed WITH the client. Applicable re-disclosure releases may include: Treatment Court members, DPW; Probation; Referring Judge, etc. The information to be re-disclosed and reason for disclosure must be indicated.
  - Maximum Client Benefits: Client and witness signatures and dates must be obtained documenting that the client has read and understands this form.
  - Client Rights: This form only needs filled out by the provider if the provider does not complete a Client Rights form of their own. It is expected that either way, a YADAC Client Rights form, or a similar provider form addressing client rights, which is signed off by the client, is maintained in the chart. It is important to note that if the client assessor completed this YADAC form and sends it to the accepting facility as part of the LOCA episode packet, that YADAC expects this form to be maintained in the client file.
  - Grievance and Appeal: This form is to be signed and dated by both the client and a witness. Both pages of the document must be retained in the chart.
  - PCPC Summary Sheet/APSS: It is expected that the most recent version of the PCPC/APSS will be utilized. The written documentation for each dimension must comply with state and federal confidentiality regulations.
  - TB Questionnaire: This form is to be reviewed & completed with the client. As appropriate, a referral may be required for further/additional services. If a referral for services is determined, a signed consent for the referral may be required.
  - Charitable Choice Disclosure (if applicable): This form must be filled out if the services being requested are Faith Based. The client's name must be listed at the top of the form, along with the name of the faith based facility where the client is electing to enter treatment. Client/witness signatures and dates must be filled out at the bottom of the page along with the name of the facility requesting the service and their respective phone number.
  - Client Liability (as applicable): The client liability must be completed for REHAB & HALFWAY HOUSE level of care funding request and is not required for detox services. The liability is to be completed in its entirety. Please state at top of form the County in which the client resides and whether the liability is a re-determination or not. All dependents must be listed on the liability. In section IV, be sure to state the liability percentage the client is responsible for and the dollar amount this calculates to under the service you are requesting. If the client is not responsible for a liability, list liability percentage as zero and dollar amount as zero. A witness must also sign and date this form. Remember that clients entering more intensive levels of care, whereby participation will impact earned income, the monthly gross income to be considered shall be based on the income once admitted, pro-rated to a 30 days period. Questions about this form are to be directed to the YADAC fiscal department.
  - Non-Treatment Needs Case Coordination Report: This form is to be completed WITH the client and as a collaborative process is to be signed and dated by the client as well as signed and dated by a witness.
  - Treatment Court/DRC Update Report: The purpose of this report is to provide an update on the client's treatment status/progress to YADAC who will in turn re-disclose the information

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reported to the appropriate treatment court team/DRC. Please note that this report is to be faxed to YADAC following each appointment or each week before 2PM on Mondays for the previous week.

- LOC Assessment: The Level of Care Assessment (LOCA) tool MUST be completed by the assessor within seven (7) days from the date of initial contact. If this time frame is not met, the reason must be documented. The LOCA is to be completed in its entirety in one (1) session. The LOCA must contain all assessment components as defined by DDAP.

### C. General Instructions to Activate Continued Stay Funding

- Providers are STRONGLY encouraged to request funding authorization for continued stay prior to the initial authorization expiration.
- It is the provider's responsibility to submit ALL required funding authorization for continued stay paperwork and failure to submit the appropriate & most current document and/or failure to submit complete & correct documents will delay funding approval.
- The contracted provider may fax or email the completed request-for-funding-paperwork. Upon receipt of said paperwork, YADAC will respond within two (2) business days to the request. (please note that some documents must be entered into the STAR system.)
- It is expected that an MA application has been submitted on behalf of the client at the time a funding authorization for continued stay is received. Please be aware that the status of such application may be reviewed prior to approval for the funding request for continued stay.
- While YADAC may be in verbal contact with the contracted providers requesting funding for continued stay prior to determining authorization, **final determination of a funding request will always be indicated in writing.** The above notification will serve as verification and will be indicated on the first page of the Request for Authorization Form in the designated box. Said verification will be FAXED OR EMAILED to the contracted provider requesting continued stay services.
- PLEASE BE ADVISED that it is the above verification from YADAC that safeguards that funding has been appropriated through YADAC. **Verbal authorization WITHOUT written authorization may result in a delay of funding or denial of funding payment.**

### 1. Required Time Frames/Procedures For Continued Stay Funding Consideration and/or Activation

- **Detox:** *Treatment beyond the fifth day*
  - \*A Continued Stay PCPC to be entered into STAR for EACH day beyond the fifth day of treatment.
  - \*If the client stays beyond the initial number of days approved on the initial RFA, a new RFA requesting more time must be submitted to YADAC requesting the number of days requested.
- **3B Medically Monitored Short – Term Residential:** *every 14 days unless otherwise specified.*
  - \*A Continued Stay PCPC must be entered into the STAR system every 14 days.
  - \*Upon expiration of the initial funding authorization or at 14 day intervals, a new RFA requesting more time must be submitted to YADAC.

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- **3C Medically Monitored Long-Term Residential:** *every 30 days unless otherwise specified.*
  - \*A Continued Stay PCPC must be entered into the STAR system every 30 days.
  - \*Upon expiration of the initial funding authorization or at 30 day intervals, a new RFA requesting more time must be submitted to YADAC.
- **2B Halfway- House:** *every 30 days unless otherwise specified.*
  - \*A Continued Stay PCPC must be entered into the STAR system
  - \* Upon expiration of the initial funding authorization or at 30 day intervals, a new RFA requesting more time must be submitted to YADAC.

Approved By:

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YADAC Administrator

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Date